



ST. FRANCIS *of* ASSISI SCHOOL

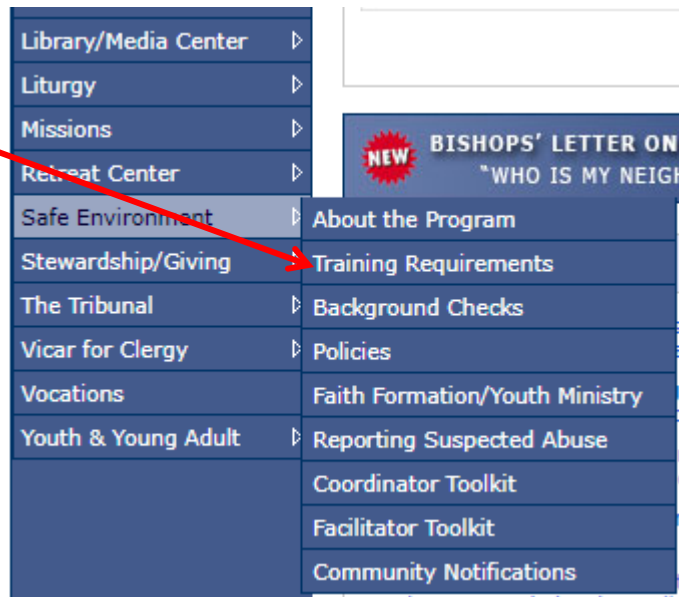
Safe Environment Class Registration Instructions

Registration for 1st Time (New) Volunteers

- Go to the Seattle Archdiocese website:
<http://www.seattlearchdiocese.org>
- Click on **Safe Environment** on left side menu



- Another menu will open. Click on **Training Requirements**.



- Scroll down to the **Volunteer Requirements** section, go to: **3. Safe Environment Training**, and click on the word, **Virtus**

Retreat Center	
Safe Environment	
Stewardship/Giving	
The Tribunal	
Vicar for Clergy	
Vocations	
Youth & Young Adult	

<p>2. Policies All church personnel are required to read and sign the Policy for the Prevention and Response to Sexual Abuse, Code of Professional Conduct, and Reporting Suspected Abuse of Minors and Vulnerable Adults. If you have not signed these, you may do so through your Virtus profile.</p>	Virtus
<p>3. Safe Environment Education All new employees are required to complete the Protecting God's Children course within 90 days of beginning service. All current employees are required to take updated online training courses every three years.</p>	Virtus

Volunteer Requirements	
<p>1. Background Checks Volunteers with unsupervised, ongoing access to minors and vulnerable adults are required to complete a background check every three years. Screening is also required from any volunteer with access to cash, checks or other negotiables; any volunteer driving in the course of their service; and any volunteer who is not related to a student in a Catholic school. If you feel you have not satisfied this requirement consult your local coordinator before completing one through your Virtus profile.</p>	Virtus
<p>2. Policies All volunteers are required to read and sign the Policy for the Prevention of and Response to Sexual Abuse, Code of Professional Conduct, and Reporting Suspected Abuse of Minors and Vulnerable Adults. If you have not signed these, you may do so through your Virtus profile.</p>	Virtus
<p>3. Safe Environment Training Volunteers with unsupervised, ongoing access to minors and vulnerable adults are required to complete the Protecting God's Children course within 90 days of beginning service. Current volunteers are required to take updated online training courses every three years.</p>	Virtus

- This will take you to a screen with a list of upcoming classes in the area, titled **Protecting God's Children**, which is the class you must attend.
- Click the **Start Registration** button to register for a class.

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THE NATIONAL CATHOLIC RISK RETENTION GROUP, INC.



This is a list of upcoming sessions in your area.
Unless otherwise noted all sessions are conducted in English.

[Start Registration](#)

Protecting God's Children for Adults
Where: St. Hubert Catholic Church - Langley (Langley)
 604 3rd St
When: Tuesday, August 1, 2017
 2:00 PM
Estimated length of session: 2 hrs. 30 min
Spaces remaining: 9 of 12
Language: This session will be conducted in English
Contact: Terri Snyder (360 221-5383)

Protegiendo a los Niños de Dios
Where: Sacred Heart Catholic Church - Lacey (Lacey)
 812 Bowker St SE
When: Wednesday, August 2, 2017

- You are now asked to create a **User ID and Password** for the VIRTUS site.
- Click the **Continue** button.

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ARCHDIOCESE
OF SEATTLE

Please create a user id and password that you will use to access your account

Common names like Mary and John are not good choices as they are most likely already in use. Common abbreviations like 'jsmith' and 'mjones' are also likely to already be in use. We suggest using your full name (without spaces) or email address as they are more likely to be unique.

Create a User ID:

Create a Password:

[Continue](#)

Your user id is case sensitive. We recommend that you use all lower case letters and avoid spaces and punctuation. Email addresses are ok. Your user id must be at least 4 characters long.
Your password must be at least 8 characters long.

Our mission is to educate the whole person within a Christ-centered, Catholic community that fosters active faith, provides a balanced curriculum and promotes academic growth to prepare students for success.

- Complete the registration information and select the **primary place** where you volunteer, which will be: **Francis of Assisi School (Seahurst)**
- Answer the questions regarding **Volunteer Responsibilities**, then click **Submit**.
- You will now get a prompt to register for a class. Choose any of the classes that best fit your location and schedule.
- When you attend the class, you will be asked to sign-in as proof of your attendance. We must be notified by the organization where you took the class that you attended in order for you to have satisfied this requirement.

Annual Update (for persons with an existing VIRTUS account)

- Go to Virtus Online:
<https://www.virtusonline.org/virtus/>
- In the upper left corner enter your **Username and Password** from when you set-up your VIRTUS account. If you did not note it at the time, click on **Need login information?**

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VIRTUS[®]Online

Home About Us Services / Programs Resources Reporting Child Abuse

LOGIN FOR EXISTING ACCOUNTS

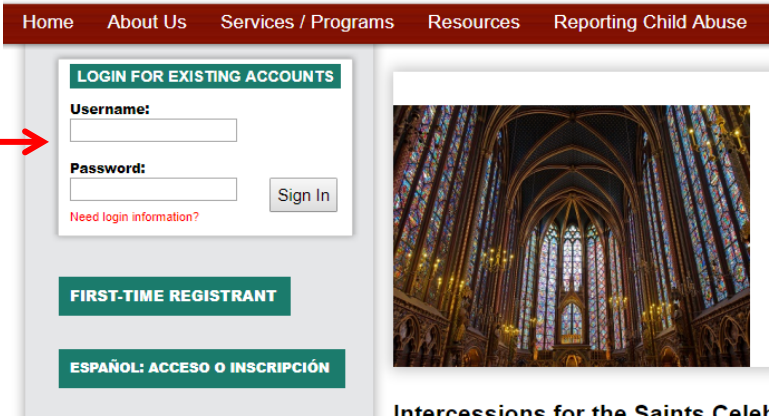
Username:

Password:

Need login information? [Sign In](#)

FIRST-TIME REGISTRANT

ESPAÑOL: ACCESO O INSCRIPCIÓN



Intercessions for the Saints Celeb

- Once logged in, you will have a summary of classes you have attended, or on the top left side a notification of the classes you need. There also might be a prompt to renew your background check, if that is needed.

Questions or Issues

If you have any questions or issues about Safe Environment classes or the VIRTUS website, please contact the Chancery:

Caitlyn Gallagher @ 206-382-4570

Ally Rutledge @ 206-274-3188

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